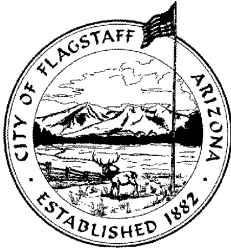


CITY OF FLAGSTAFF
BANK DRAFTING AUTOMATIC BANK PAYMENT

THE CONVENIENT, EASY WAY TO PAY YOUR UTILITY BILL

- Residential Customers may have their monthly water/sewer/trash bill paid automatically from checking or savings accounts.
- This service saves time and money - no check to write or postage to pay. There is no fee from the City of Flagstaff for this service. Your bill will always be paid on time.
- You will continue to receive your monthly billing indicating your consumption, amount owed and the due date. The total amount of your bill is electronically deducted from your checking or savings account each month on the **DUE DATE** which appears on your bill. Your financial institution will list automatic bank drafting payments on their monthly account statements to you.
- You will need to verify with your financial institution, prior to signing the authorization form, that they do participate in bank drafting and determine if there is a bank fee to you for the service. You may also stop payment by contacting your financial institution three (3) or more business days before the payment (due date) is scheduled to be made. The stop payment may be subject to a charge by your financial institution.
- It will take approximately one billing cycle before the automatic deduction will occur. In the meantime, please continue to pay by check. Your bill will indicate electronic bank drafting is effective when a notation that "**BANK DRAFT/DO NOT PAY**" appears on the billing.
- A fee of \$15.00 will be assessed by the City of Flagstaff for each insufficient fund transfer attempt. Please call your financial institution regarding questions on fees they may charge separately. The City of Flagstaff will terminate your Automatic bank drafting service if two payment charges are returned for insufficient funds within a 12 month period.
- If you have a question about your billing, you will need to notify Customer Service at 779-7637 or 7638 within ten days of the billing date if any adjustment is required.
- PLEASE NOTE: If you have more than one service location billed from a single Customer Number, all locations assigned to that Customer Number will be bank drafted.



CITY OF FLAGSTAFF
UTILITY BILLING
BANK DRAFTING
AUTHORIZATION FORM

NUMBER UTILITY ACCOUNT

_____ / _____

PLEASE PRINT

(LAST NAME) (FIRST NAME) (M.I.) () DAYTIME TELEPHONE #

SERVICE ADDRESS: _____

MAILING ADDRESS: _____
(if different from Service Address) (City)
(ST) (Zip)

PLEASE CHOOSE ONE PAYMENT PREFERENCE WITH REQUIRED INFORMATION

_____ PAYMENT FROM CHECKING _____ PAYMENT FROM SAVINGS
(A voided check must be attached) (A voided deposit slip must be attached)

Name of Bank _____ Bank Phone # _____

Bank Address _____ City _____ ST _____ Zip _____

Bank Account Number: _____
(Attach voided check or deposit slip)

You are hereby authorized, until otherwise instructed, to charge to my account all City of Flagstaff Utility charges which include water, sewer and trash pick-up.

I understand that requests to discontinue or change this service must be made in writing and sent to the City of Flagstaff, Customer Service Division, 211 W. Aspen Ave, Flagstaff, AZ 86001-5359.

Signature _____ Date _____

Signature _____ Date _____

(All authorized signatures are required)